



REPLY TO
ATTENTION OF

IMEU-SCH-ES

DEPARTMENT OF THE ARMY
U. S. ARMY GARRISON SCHINNEN
UNIT 21602
APO AE 09703-1602

8 February 2006

MEMORANDUM FOR RECORD

SUBJECT: U.S. Army Garrison (USAG) Schinnen Command Policy Letter Number #45, Fire Evacuation Drills

1. Reference. 80th ASG (NSSG) Regulation 420-9, 1 August 1999.
2. Fire Drills must be conducted periodically. Referenced regulation summarizes the frequency requirements for evacuation drills based on occupancy type and/or average daily occupant load.
3. Directors/managers/supervisors should coordinate with their building fire wardens and ensure that fire drills are performed per referenced regulation. Facilities that meet the criteria under chapter 5.d.(1) (e) should, in the interest of general fire prevention and protection awareness, perform a fire drill at least annually.
4. Director of Emergency Services (DES) Fire Prevention Office will schedule fire drills in coordination with the Building Fire Wardens. A representative of the Fire Prevention Office will act as observer during fire drills. Management will assemble personnel for an after action review (AAR) of the fire drill if deemed necessary by the observer.
5. The DES Fire Prevention Office is authorized to initiate unannounced Fire Drills.
6. After each fire drill a written record of the fire drill will be completed by DES Fire Prevention Office stating relevant information and any shortcomings requiring corrective action. The drill record will be kept on file by the DES Fire Prevention Office and a copy will be forwarded to the Building Fire Wardens within one week of the executed drill.
7. POC for this memorandum is the USAG Fire Chief, DSN 360-7230.

RICHARD S. RICHARDSON
LTC, FA
Commanding